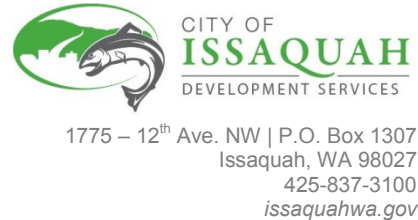


Permanent Sign Submittal Requirements



Apply Online! Go to www.MyBuildingPermit.com and select Signs – Nonresidential – Permanent Sign

1. Purpose

The purpose of the following regulations is to implement [Chapter 18.11](#) of the Issaquah Municipal Code, for consideration of applications for signs in the City of Issaquah.

2. Permit Requirements

- The process of sign package review has been established in order to provide for compatibility of signage with both the building and/or use where the sign is erected or displayed and other signage existing or expected to be erected in the future on the subject property. Signs identified under Section [18.11.060](#) of the Issaquah Municipal Code do not require a permit.
- As an integral part of the review of a proposed new building or development, or a remodeling, or expansion of an existing business or use, all locations and/or areas intended to be occupied by permanent signage shall be indicated on the submitted plans or drawings listing details of the lighting, colors and materials in order to ensure that future signage will be compatible with the architecture of the building and the site.

3. Application Checklist

Any person desiring to install a sign within the City shall file a properly completed and signed Permit Application which includes:

APPLICATION DOCUMENTS		
✓	Qty	Forms Required
	1	Permit Application
✓	Qty	Supporting Documents Required
	2*	Site plan clearly indicating the precise location of the proposed sign(s)
	2*	Adequate plans and specifications (see section 10)
	1	Structural Calculations (lateral calculations required for monuments over 6' in height)
	2	Attachment details (wall signs)
	1	Architectural Review Committee Approval Letter (Issaquah Highlands Only)
	1	Applicable permit fee (see section 5, <i>Cash or check only</i>)
✓	Qty	Additional Permits May Be Required
	1	Right of Way Permit Application (For traffic / pedestrian control during installation)
		Electrical permits are issued and inspected by Washington State LNI

* More sets may be required, see Section 6.

4. Permitted Number and Areas of Signs

For projects not located in one of the Urban Villages, please see [IMC 18.11.100](#) for the permitted number and area of signs. If your signs will be located in an Urban Village (ie, Issaquah Highlands, Talus) please contact the Development Services Department at 425-837-3100.

5. Permit Fees

	Sign Valuation (materials & labor)		
	\$1 to \$999	\$1,000 to \$1,999	\$2,000 and above
Plan Check Fee	\$0.00	\$177.69	\$266.54
Permit Fee	\$118.46	\$355.38	\$533.07
State Surcharge	\$4.50	\$4.50	\$4.50
E-Plan Surcharge	\$5.92	\$26.65	\$39.98
Total Fees:	\$128.88	\$564.22	\$844.09

If a permit for any sign is denied, the *Permit Fee* and *State Surcharge* will be refunded. The plan check fee, if applicable, is non-refundable.

6. Permit Review

- a. The Development Services Department shall administratively review sign permits which:
 - Do not involve new buildings or developments, or remodeling or expansion of an existing business or use
 - Are not on major streets
 - Replace existing signs with signs of similar size and illumination
 - Review by the Development Commission has been waived.
- b. All other proposals shall be reviewed by the Development Commission and shall require the submittal of nine (9) complete sets of plans with the application.

7. Development Commission Review

The Issaquah Development Commission shall consider signage aspects of a proposal as follows:

- a. **Architectural Element:** Every sign is designed as an integral architectural element of the building and site to which it principally relates; lighting of signage is compatible with the architectural character of building and is compatible with signs on adjoining premises.
- b. **Graphic Elements:** Graphic elements are held to the minimum needed to convey the sign's major message and are composed in proportion to the area of the sign face.
- c. **Materials:** The colors, materials, and lighting are held to the minimum needed to convey the sign's major message and are composed in proportion to the area of the sign face.
- d. **Scale/Proportion:** Every sign is of compatible scale and proportion in design and visual relationship to buildings and surroundings.

8. Final Decision

The Development Commission shall make the final determination on the application or continue the issue. After final decision is taken, the applicant shall be notified in writing of the decision made.

9. Appeals

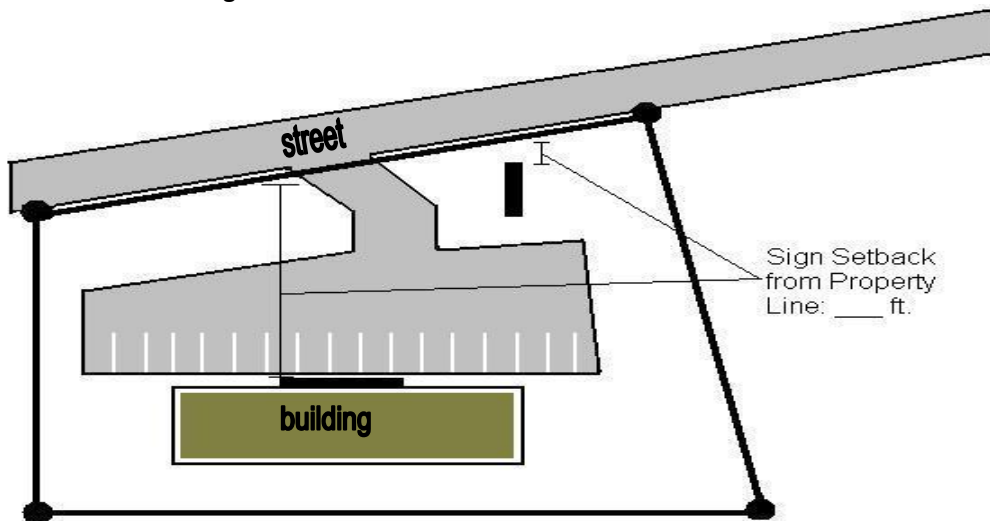
Any party aggrieved by any decision of the Development Commission or the Planning Director/Manager or designee made in accordance with the provisions of this chapter may appeal such decision to the Hearing Examiner in accordance with the appeal procedures set out in [Chapter 1.32](#) and [18.04.250](#) of the Issaquah Municipal Code.

10. Required Information for Sign Drawings

Provide Two (2) sets of the plans with the following information:

(Note: 9 sets required for Development Commission Review)

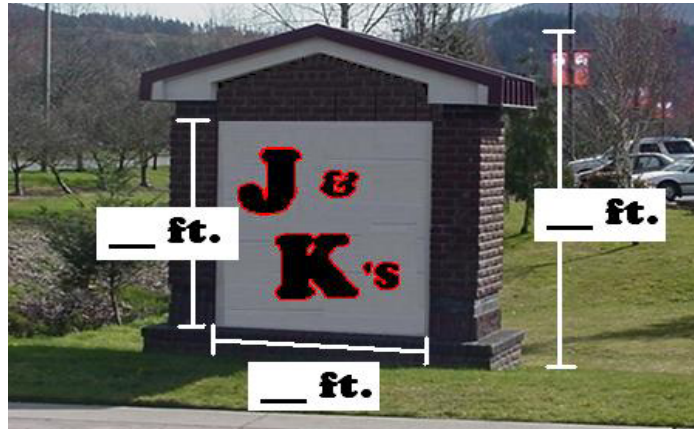
a. Location of the sign on the site



b. Storefront/Building Elevation



c. Sign Details



Note: Monument signs must have foundation details included in the plan set



d. Structural

Include attachment details for wall signs. Structural lateral calculations are required for monument signs over 6' in height. Additional structural details or calculations may be required for monument or wall signs depending on site conditions.

e. Additional Information (include this information in your plan set or attach this sheet)

- i. Sign/Cabinet Materials: _____
- ii. Form of Illumination, if any: _____
- iii. Method of Attachment: _____
- iv. Are there additional signs on the site? ☐ Yes ☐ No
If so, please indicate the location of these on the site plan
- v. Do you require use of public right-of-way (sidewalk / street) during installation? ☐ Yes ☐ No
If so, a separate Right-of-Way permit application is required